

## **EDITED TASK LISTING**

### **CLASS: TREATMENT TEAM SUPERVISOR**

*NOTE: Each position within this classification may perform some or all of these tasks.*

| <b>Task #</b> | <b>Task</b>  |
|---------------|--|
|               |  |
| 1.            | Plans, organizes, coordinates, monitors and assesses the effectiveness of a wide variety of interdisciplinary programs in the institutions and camps, which are developed to change undesirable attitudes and behavior patterns of the youthful offenders in the assigned treatment teams (group living, individual casework, small and large group counseling, recreation, academic and vocational education, custody, community services and volunteer and victim services) utilizing various reference materials (e.g., Institutions and Camps Manual, Institutional Manual, Welfare & Institutions Code, Disciplinary Decision Making Systems, Ward Rights, principles of supervision, etc.) under the direction of the Office of the Superintendent.. |
| 2.            | Plans, organizes, coordinates, directs and evaluates the work of the staff of a treatment team in order to provide for the treatment, rehabilitation, and education of youthful offenders in an assigned treatment program utilizing various reference materials (e.g., Institutions and Camps Manual, Institutional Manual, Welfare & Institutions Code, Disciplinary Decision Making Systems, Ward Rights, principles of supervision, etc.) as required.   |
| 3.            | Prepares and reviews staff performance evaluations to evaluate and assess individual staff job performance utilizing various tools and reference materials (e.g., personnel and supervisory files, Supervisor's Training Manual, bargaining unit agreement, etc.) as required.   |
| 4.            | Conducts corrective discussions and initiates adverse action with/to assigned employees to correct substandard behavior/performance utilizing the principles of progressive discipline as required.  |
| 5.            | Develops, coordinates and monitors staff work schedules in order to meet program needs while ensuring the continuity and sufficient staffing patterns of treatment programs for youthful offenders utilizing daily and monthly work schedules, bargaining unit agreements, etc., as required.  |

## **EDITED TASK LISTING**

### **CLASS: TREATMENT TEAM SUPERVISOR**

*NOTE: Each position within this classification may perform some or all of these tasks.*

| <b>Task #</b> | <b>Task</b>   |
|---------------|---|
|               |   |
| <b>6.</b>     | Works with staff to implement changes (e.g., new policies, procedures and mandates, etc.) within the treatment units to ensure compliance utilizing departmental directives and court mandates, as required.  |
| <b>7.</b>     | Makes recommendations to the appropriate institution administrator on procedural changes which have institution wide application or that depart from written, previously approved procedures in order to ensure compliance with agency and departmental mandates, bargaining unit changes, etc. utilizing information obtained from a wide range of internal/external sources (e.g., audits, court decisions, Office of Inspector General, etc.) as required.         |
| <b>8.</b>     | Develops and maintains staff relationships within the treatment teams in order to ensure team dynamics and cohesiveness utilizing training, daily supervision, monitoring of staff performance and relationships with peers and youthful offenders, as required.  |
| <b>9.</b>     | Establishes and maintains cooperative working relationships with institutional staff outside assigned teams (e.g., security, education, medical, mental health, etc.) in order to ensure effective daily institutional and program operations and functions utilizing meetings, communication (written/verbal), training, etc., as required.  |
| <b>10.</b>    | Participates in the recruitment, and hiring of subordinates representing different professional disciplines (e.g., Parole Agent, Senior Youth Correctional Counselor, Youth Correctional Counselor, Associate Governmental Program Analysts, etc.) in order to fill institutional/team vacancies and maintain continuity of treatment and rehabilitation of youthful offenders utilizing departmental personnel hiring and recruitment guidelines, etc., as required. |

## **EDITED TASK LISTING**

### **CLASS: TREATMENT TEAM SUPERVISOR**

*NOTE: Each position within this classification may perform some or all of these tasks.*

| <b>Task #</b> | <b>Task</b>   |
|---------------|---|
|               |   |
| <b>11.</b>    | Participates in the training, development and supervision of subordinates representing different professional disciplines (e.g., Parole Agent, Senior Youth Correctional Counselor, Youth Correctional Counselor, Associate Governmental Program Analysts, etc.) in order to maintain job performance and professional based competencies, and promote career development utilizing principles of staff supervision and mandated departmental training, as required.                |
| <b>12.</b>    | Ensures the timely and accurate preparation of required staff/institutional reports (e.g., performance, operational, casework, health and safety, personnel, letters, memo, internal/external audits, etc.) and maintains records in order to effectively manage, fulfill and demonstrate compliance with departmental and institutional mandates utilizing established reporting tools, methods and formats, documentation, etc., as directed by the Office of the Superintendent. |
| <b>13.</b>    | Interprets and carries out policies of CDCR programs/committees (e.g., training, health and safety, Suicide Prevention Assessment and Response, staff assault, use of force, etc.) in order to maintain compliance and enhance staff awareness utilizing monthly meetings/minutes, information sharing, written/verbal communications, monthly tailgate training, departmental training, etc., as required.   |
| <b>14.</b>    | Performs and conducts inspections of buildings and grounds in living units/institution to ensure safety, security, cleanliness, adequate appearance and proper maintenance utilizing monthly inspections, training, work orders, etc., as required.   |
| <b>15.</b>    | Responsible for the daily functions of the treatment teams and serve as Executive Officer, on a 24-hour basis, in order to ensure the safe and secure operations of living units including disturbance control utilizing departmental and institutional mandates and policies as required and directed by the Office of the Superintendent.   |

## **EDITED TASK LISTING**

### **CLASS: TREATMENT TEAM SUPERVISOR**

*NOTE: Each position within this classification may perform some or all of these tasks.*

| <b>Task #</b> | <b>Task</b>  |
|---------------|--|
|               |  |
| <b>16.</b>    | Manages and monitors institution youthful offender population including behavioral, mental health, special needs, temporary housing, and gang issues, etc. in order to ensure safe and secure operations of the institution utilizing daily assessments, operations reports, gang information coordinators, staff meetings, etc. as required.  |
| <b>17.</b>    | Reviews and may present cases to the Board of Parole Hearings for annual reviews, furlough requests, disciplinary time adds, and referrals to parole, utilizing board/case reports and youthful offender files, etc., as required.   |
| <b>18.</b>    | Ensures that living unit case conference committee meets with all youthful offenders at mandated intervals in order to monitor and assess youthful offender progress toward treatment and education goals utilizing, case conference documents, personal observation, and by adhering to established departmental policies and mandates, as required.  |
| <b>19.</b>    | Manages, monitors and reports on an impartial youthful offender Disciplinary Decision-Making System (DDMS) which may include investigations, finding of facts, dispositions and appeals in order to ensure due process and accountability regarding disciplinary matters for youthful offenders utilizing departmental policies and mandates, as directed by the Office of the Superintendent.   |
| <b>20.</b>    | Work, in cooperation with the site DDMS investigator, and serve as liaison with local criminal justice system agencies (e.g., local law enforcement, District Attorney's Office, Public Defender, Department of Justice, etc.) to facilitate prosecution of law violations occurring within the institution, utilizing behavior reports, special incident reports, inquiries, lab results, etc. as directed by the Office of the Superintendent. |
| <b>21.</b>    | Manages, monitors, reports and trains on ward grievances and appeal procedures for the institution in order to ensure compliance and due process with all policies and procedures regarding grievance matters for youthful offenders utilizing departmental policies and mandates, as directed by the Office of the Superintendent.  |

## **EDITED TASK LISTING**

### **CLASS: TREATMENT TEAM SUPERVISOR**

*NOTE: Each position within this classification may perform some or all of these tasks.*

| <b>Task #</b> | <b>Task</b>  |
|---------------|--|
|               |  |
| 22.           | Complete preliminary inquiries involving youthful offender complaints regarding alleged staff misconduct utilizing interviews, ward letters, grievances, institutional reports, etc. as directed by the Office of the Superintendent.  |
| 23.           | Plans, organizes, coordinates, and monitors the business services for a youth conservation camp (e.g., budgeting, procurement, facility/equipment maintenance and repair, contracts, scheduling time keeping and payment for staff and youthful offenders, etc.) in order to effectively manage and maintain operational needs utilizing various reference manuals (e.g., Institutions and Camps Manual, Camp Manual, Welfare & Institutions Code, Disciplinary Decision Making Systems, Ward Rights, principles of supervision, etc.), as required. |
| 24.           | Maintains and monitors the daily operations (e.g., feeding, laundry, canteen, benefit funds, medical services, visiting, etc.) for the youthful offenders assigned to the camp program in order to ensure compliance with departmental mandates and policies utilizing reference manuals (e.g., Institutions and Camps Manual, Camp Manual, Welfare & Institutions Code, etc.), as directed by the Camp Superintendent.  |
| 25.           | Works in cooperation with the Department of Forestry to provide, maintain and monitor the youthful offender work and fire crews in order to ensure public safety, and fire suppression utilizing staff/youthful offender fire training, fire equipment, tools, methods, etc., as required.   |
| 26.           | In the training center, has oversight for the administration of the basic juvenile correctional academy in order to meet hiring and departmental training mandates utilizing basic academy training curriculum and approved lesson plans, departmental instructors, etc., as required.   |
| 27.           | In the training center ensures that training officers meet training certification requirements in compliance with continuing education standards utilizing community college resources, as required.   |

## **EDITED TASK LISTING**

### **CLASS: TREATMENT TEAM SUPERVISOR**

*NOTE: Each position within this classification may perform some or all of these tasks.*

| <b>Task #</b> | <b>Task</b>  |
|---------------|--|
|               |  |
| <b>28.</b>    | Conducts corrective discussions and initiates adverse action with/to assigned basic academy cadets and assigned staff to correct substandard behavior/performance utilizing the principles of progressive discipline, as required. |